POSITION TITLE: Safe Place Responder
POSITION TYPE: Independent Contractor
REPORTS TO: Programs Manager
COMPENSATION: $250 per on-call week as Primary Safe Place Responder; $25 per Gap Emergency Shelter Coverage Shift; $80 per Full Emergency Shelter Coverage

DEFINITION

Under the supervision of the Programs Manager, the Safe Place Responder (SPR) is a professional independent contractor that supports the Safe Place and Emergency Shelter program during after business hours (Monday to Saturday 7pm-8am & Sunday all day). The SPR provides critical support for the Safe Place program by responding to calls to provide assistance and transportation to youth in crisis and connected them to a safe place and/or critical resources. As a Back-up SPR, the responsibilities include responding to Safe Place calls for youth in crisis if the primary SPR is unable to respond, and responding and working various shifts for the Emergency Shelter program.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES

Primary Safe Place Responder Role:

- Must be available on-call Monday through Saturday from 7:00 p.m. to 8:00 a.m., Sundays and holidays for 24 hours on assigned week.
- When on call, must be available to answer phone, ensure voicemail system can receive messages, and be able to get text messages.
- Must respond immediately to Safe Place calls and arrive to location of call within 30 minutes.
- SPR must be respectful to youth's needs.
- When responding to a call, must be able to gather complete information including: the location name, adult’s name (Terrible Herbst staff, RTC staff, etc.), youth’s name and phone number.
- Must be able to work with youth in-crisis mode by attempting to speak directly with the youth to obtain additional information on the situation and crisis.
- Must be able to identify yourself in a professional manner, but able put youth at ease while completing assessment questions to determine youth’s eligibility for NPHY or community resources.
- Responder will be responsible for providing transportation for youth to determined location and completion of any additional required paperwork.
- SPR will not pick up youth from private residence.
- If it is determined that the youth will be taken to the NPHY Emergency Shelter, the responder must notify Emergency Shelter House Parents.
- Complete all required paperwork which could include: NPHY General Intake Form, HMIS Consent Form, and NPHY Safe Place Survey.
- No police involvement will be initiated at any Terrible Herbst location unless the situation warrants law enforcement.

Revised: 5/10/2018
Any questions need to be referred to Lead Safe Place Responder.

Back-up Safe Place Responder Role:
- SPR must be on-call to be activated when a primary SPR is unable to respond to a Safe Place call to assist a youth in crisis.
- SPR must be on-call to be activate for possible Emergency Shelter (ES) Gap Shift where they will be required to cover for a 2-hour shift for an Emergency Shelter House Parent (ESHP) to ensure sufficient staff coverage and client supervision at the ES.
- SPR must be on-call for possible ES Full Shift where they will be required to cover for a full ESHP shift when coverage is needed to ensure sufficient staff coverage and client supervision at the ES.

QUALIFICATIONS
- Must possess valid Nevada driver’s license with a clean driving history.
- Must possess personal cell phone with the ability to receive text messages and voice mail.
- Must have reliable transportation and proof valid insurance.
- Must be drug free and must pass a background check.
- No consumption of alcohol while on-call.
- Ability to communicate effectively both orally and in writing.
- Ability to drive a motor vehicle, walk, lift and carry items up to 40 lbs., push, stoop, kneel, and stand for long periods of time.
- Knowledge of community resources and transient youth care providers.
- Ability to work weekends and evenings, should expect to be available “on call” any given day of the week.
- Knowledge of current and applicable state laws in reference to minors, i.e., tobacco use, drug use, prostitution, etc.
- Knowledge of confidentiality laws and ability to adhere to them.
- Must demonstrate the ability to be dressed appropriately.

EDUCATION AND EXPERIENCE
- A minimum of a High School Diploma (or equivalent) required, with strong interest in non-profit, social work, or human service field.
- Education or previous work experience related to administrative office duties preferred.
- Must be at least 21 years of age, can successfully pass a drug-test and criminal background check.
- Experience working in non-profit or other youth organization settings preferred, but not required.
- Experience working with homeless youth or youth in crisis is required.
- Must have experience in mobile crisis intervention and/or crisis management.

If you are interested in this position and possess the above mentioned qualifications, please email cover letter and resume to hr@nphy.org, or fax to (702) 313-0216.